



**COMMUNITY
BEYOND VIOLENCE**
ENGAGE • EMPOWER • PREVENT

Live Scan Background Check and Fingerprinting Instructions

As advocates for victims of crime and children, everyone at Community Beyond Violence must comply with a background check and fingerprinting.

A live scan will cost approximately \$21.00. Please keep your receipt and provide to Community Beyond Violence for reimbursement.

INSTRUCTIONS

- 1. Review the attached *Request For Live Scan Service* form.**
- 2. Complete the Applicant Information section with your personal information.**
(For Billing Number and Misc. Number disregard and leave blank.)
- 3. Take completed form to an authorized live scan provider.**
- 4. Local Live Scan Location:**
UPS Store
111 Bank Street
Grass Valley, CA 95945
(530) 272-6000

Community Beyond Violence
960 McCourtney Road, Suite E, Grass Valley, CA 95949
(530) 272-2046 (office) (530) 273-3780 (fax)
www.cbv.org



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A9598
ORI (Code assigned by DOJ)

Volunteer
Authorized Applicant Type

Volunteer
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:
Community Beyond Violence
Agency Authorized to Receive Criminal Record Information

N/A
Mail Code (five-digit code assigned by DOJ)

P.O. Box 484
Street Address or P.O. Box

Nancy Bassett, Associate Director
Contact Name (mandatory for all school submissions)

Grass Valley CA 95945
City State ZIP Code

(530) 272-2046
Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex Male Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Community Beyond Violence
Employer Name

Mail Code (five digit code assigned by DOJ)

P.O. Box 484
Street Address or P.O. Box

Grass Valley CA 95945
City State ZIP Code

+1 (530) 272-2046
Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170